

## State Administrative Manual

# MANAGEMENT MEMO

SUBJECT:  Project Initiation, Approval & Change Process	NUMBER:  98-13
	Date Issued: 07/08/98
REFERENCES: California Government Code Section 11710, et. seq. State Administrative Manual Sections 4819.37, 4819.38, 4926, 4928, 4930.1, 4945, 4945.2 and 6700.	EXPIRES: When rescinded
	ISSUING AGENCY: Department of Information Technology

The purpose of this Management Memo is to notify departments and agencies of the new policies and guidelines for the State of California's information technology (IT) project initiation, approval and change process. These new policies and guidelines implement the process described in the December 1, 1997, report to the Legislature entitled "Information Technology: Project Initiation and Approval."

These policy requirements are effective immediately and include any IT initiative that is impacted by the budget development and enactment for the Governor's 1999/2000 Budget.

Volumes I and II of the State Information Management Manual (SIMM) replace State Administrative Manual (SAM) Sections 4819.37, 4819.38, 4926, 4928, 4930.1, 4945 and 4945.2. Additional SAM sections will be revised to reflect the corresponding changes in the SIMM. The Project Initiation and Approval report, and the new SIMM sections, are available on the Department of Information Technology (DOIT) web site at [www.doit.ca.gov](http://www.doit.ca.gov).

The DOIT has worked closely with the Department of Finance and members of the Information Technology Coordinating Council to develop a process that will allow it to meet its statutory responsibilities without placing unnecessary administrative burdens on state departments. The DOIT believes that as it works with departments during this budget cycle the efficiencies and benefits of the new process will become apparent. As necessitated by implementation issues, the DOIT is committed to revising these policies on an ongoing basis to ensure that each activity provides value to justify the effort required, and invites departments to offer comments and suggestions as they gain experience with the process.

If you have questions or comments regarding this policy, please contact Joan Osuna, Deputy Director, Planning and Project Initiation Division, at (916) 445-5900, or via e-mail at [josuna@doit.ca.gov](mailto:josuna@doit.ca.gov).



JOHN THOMAS FLYNN  
Chief Information Officer  
State of California

JTF/JO:amb/kvd